

GUIDES FOR SPECIAL ATTENTION TO RECORDS DISPOSITION
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THERE ARE FIVE MEASURES WHICH SHOULD BE TAKEN, BEGINNING RIGHT NOW--AND CONTINUINGLY...

- FIRST - SEVERELY SCRUTINIZE ALL EXISTING RECORDS DISPOSITION SCHEDULES FOR POSSIBLE ADDITIONAL RECORD DESTRUCTION.
- SECOND - DETERMINE WHAT ADDITIONAL RECORDS CAN GO TO THE RECORDS CENTER.
- THIRD - DETERMINE AGAIN IF ALL RECORDS NOW LABELED FOR RETENTION AT HEADQUARTERS MUST BE SO RETAINED, AND IF SO, CAN THEY BE GROUPED FOR MICROFILMING.
- FOURTH - TOGETHER WITH THE MANAGEMENT STAFF, PUSH THE SHELF-FILING TECHNIQUE.
- FIFTH - CHALLENGE THE CREATION OF NEW RECORDS AND THE COPYING OF THEM.

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GUIDES FOR USE OF MICROFILM FOR STORAGE OF RECORDS

DO NOT MICROFILM A RECORD IF IT CAN BE STORED IN THE RECORDS CENTER.

DO CONSIDER (WITH THE MANAGEMENT STAFF) THE MICROFILM PROCESS FOR THOSE RECORDS WHICH MUST BE HELD AT HEADQUARTERS AND WHERE WE FACE A SERIOUS SPACE PROBLEM AND/OR THE PURCHASE OF NEW EXPENSIVE FILING EQUIPMENT.

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